BUSINESS OBJECTS WORKGROUP
AGENCY SECURITY ADMINISTRATORS
JANUARY 16, 2008

AGENDA

1. **Welcome**

2. **Business Objects XI (Art & April)**
   - **Who has new version? When will everyone have it?**
   - **Reminders: old reports in new version, sign on to Infoview first time**
   - **Sending reports to others in XI**
   - **Saving reports on network (rather than C: drive)**
   - **New Class from OFM Helpdesk**

3. **ClearAccess – B.O. report conversions (Randy & April)**
   - **Update on conversion. (ADPICS 15, RStars 04, RACF 07)**
   - **SEC 33 – Now posted in Corporate Documents**

4. **Security Monitoring (April)**
   - **SEC 31 – RStars UC 47-48-49 Transactions**
   - **SEC 33 – Local / Manual warrants**
   - **SEC 03 – Initiating Department Approval Paths**
   - **User Department / Mailbox Department / Purchasing Department**

See you next week at the ASA Meeting!
Tuesday, January 22nd
1:30 p.m. – 3:30 p.m.
Romney Bldg – 1st Floor – Michigan Room

Session Notes

The following is a summary of the materials covered in the B.O. Workgroup
meeting:

1. If you have not yet signed into the new version B.O. XI, please call Art Lower
    (335-6774) and he can make sure that you are properly set up.

2. Reminder, when you open a report in the new version (XI) and <u>save the
    report in the new version</u>, you will no longer be able to open that report in the
    old version.

3. <u>Sending reports to others using B.O. XI</u> can be done using Desktop
    Intelligence. An email can be generated which will attach reports.
    Remember to set the report up to refresh when opened so that the receiver's
    security privileges can be applied to the document. This ensures that
    information normally not available to the receiver remains restricted by their
    security privileges.

4. When <u>saving documents</u> you should change your default setting for your file
    "save" location to a place on the network drive rather than your hard drive.
    The network is backed up daily and if your computer has not yet been
    migrated to M1--you will loose all your reports if they are saved on your hard
    drive.

5. <u>OFM is offering a new B.O. class</u> "What's New In Business Objects XIR2".
    This course walks users through the changes between the current B.O.
    version and the XI version that we will all need to convert to very soon. We
    would encourage all ASA's to sign up for this class, as well as the other B.O.
    courses offered. All OFM courses are free of charge.

6. <u>Clear Access report conversions</u>:
    ADPICS 15 - Randy is still working on building this in the new version
    RStars 04 - Randy is still working on building this in the new version
    RACF 07 -   Randy is still working on building this in the new version
    We will keep you posted on the progress and thank you for your patience.

7. Security Monitoring:
    <u>SEC 31 – RStars UC 47-48-49 Transactions</u>:
    This report should be run on a monthly basis. It identifies transaction codes,
    comptroller object codes, User ID, document numbers, vendor information
    and various other items that should be reviewed to ensure that only approved
    transactions are processed using these user class assignments.

To enhance the report, during our work group session we added the transaction description to the report.

<u>SEC 33 – Locally Issued and Manual warrants</u>:
This report should be run on a monthly basis. It identifies both locally issued and manual warrants. This report is published in the current version of B.O. but is not currently working. Randy is working with DIT to correct the problems with this report.

The work group discussed the Clear Access version of this report and which items will be needed in the B.O. version. The group decided that local, manual, and residual warrants should be included but wire transfers should be excluded.

<u>SEC 19</u> - Identify Users with UC 47/48/49/78 (Direct disbursement access). This report has been revised and expanded. (Previously only UC 48 and 78 were listed.) Reminder..... If your department does not have any users assigned to one of the user classes (47/48/49/78), that user class will NOT show up on the report.

Due to time constraints, we were not able to cover SEC 03 and User Department/Mailbox Department/Purchasing Department items on the agenda.

Our next session will be February 26, 2008.